

Finance Division

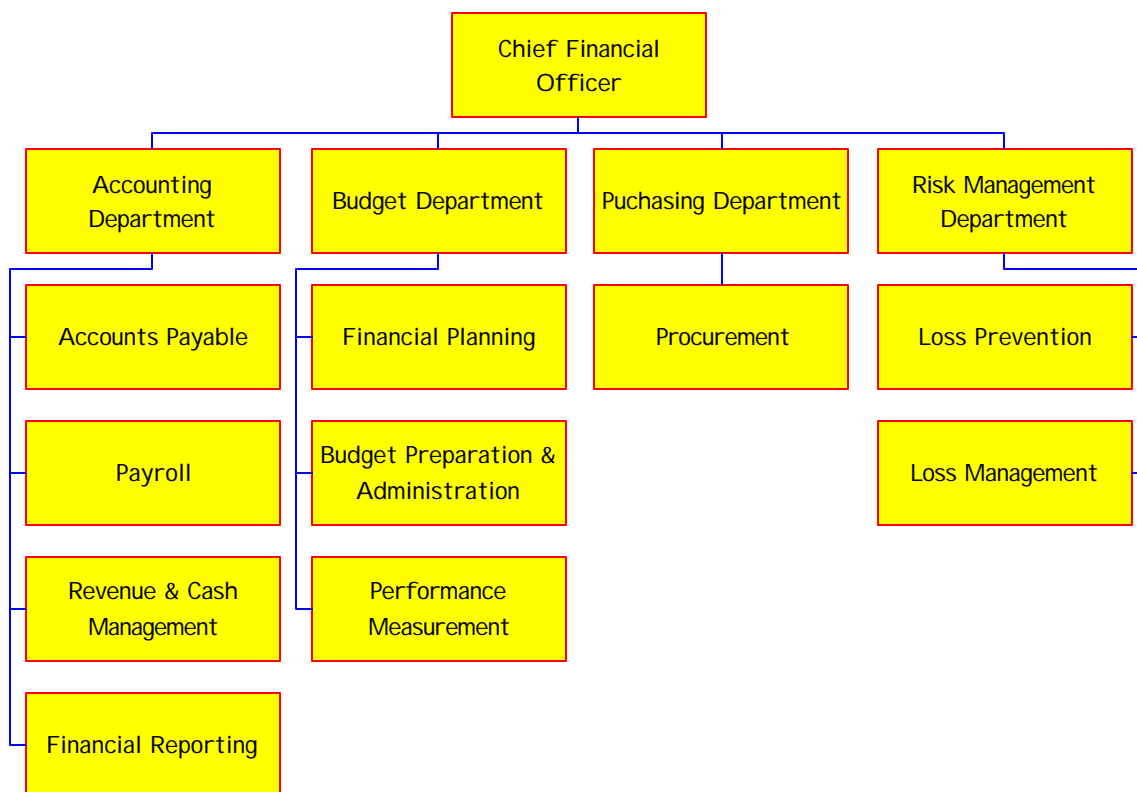
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2000 Strategic Plan and Measures

Common Mission:

The mission of the Division is to assure Sedgwick County government and citizens of proper use of County resources and informed financial decision making.

Organizational Structure of Division:



Finance Division
Accounting Department

Our Mission:

The mission of the Accounting Department is to prudently manage County financial resources, assure compliance with applicable laws and policies governing financial transactions, and provide timely and accurate information about Sedgwick County's financial position to those who need or request such information.

GOAL #1: Produce accurate and timely financial reports.

Objective: Produce the Comprehensive Annual Financial Report within 60 days of closing year end.

Objective: Produce the Single Audit Report within 75 days of closing year end.

Objective: Process the end of month close by the 5th working day of the following month.

Objective: Increase the number of sections in the Comprehensive Annual Financial Report prepared internally to eight in fiscal year 2000.

Objective: Reduce the number of adjusting journal entries submitted by the external auditors by 10% each year.

Performance Measures	FY 1998 Actual	FY 1999 Projected	FY 2000 Estimated
Number of days, after closing year end, to produce the Financial Report	54	61	60
Number of days, after closing year end, to produce the Single Audit Report	104	75	75
Number of months closed by the 5th working day of the following month	9	11	11
Number of sections prepared internally	7	7	8
Number of adjusting journal entries Percentage change	60 n/a	61 2%	55 -10%

Finance Division
Accounting Department

GOAL #2: Provide prompt payment of properly authorized invoices.

Objective: Pay invoices to vendors within 10 days of departmental authorization.

Performance Measure	FY 1998 Actual	FY 1999 Projected	FY 2000 Estimated
Average number of days to pay invoices	n/a	11	10

GOAL #3: Provide convenient and quality payroll and benefit services to all County employees.

Objective: Increase the percentage of permanent employees on payroll direct deposit by 2% each year.

Objective: Reduce the number of handwritten checks issued each year by 10%.

Objective: To promote increased responsiveness to employees by responding to 80% of all written requests for payroll information within three days of the request by fiscal year 2000.

Performance Measures	FY 1998 Actual	FY 1999 Projected	FY 2000 Estimated
Percentage of employees on payroll direct deposit	76%	78%	80%
Number of handwritten checks issued	260	234	211
Percentage of written requests for payroll information that receive a response within three days	n/a	70%	80%

Finance Division
Accounting Department

GOAL #4: Enhance and protect the revenue producing capacity of Sedgwick County Government.

Objective: Reduce review time for grant applications to three days by year 2000.

Objective: Attain a collection rate of 70% of billed charges for Emergency Medical Services by year 2000.

Objective: To increase Sedgwick County's invested portfolio to a rate of return .2% greater than the 91-day Treasury Bill rate by year 2000 without materially increasing the risk to principal.

Performance Measures	FY 1998 Actual	FY 1999 Projected	FY 2000 Estimated
Number of grant applications submitted	41	43	45
Average number of working days to review grant applications after receipt	n/a	4.5	3.0
Collection rate for EMS charges	69.2%	69.6%	70%
Percentage of weeks portfolio investment rate exceeds 91-day Treasury Bill rate	n/a	96.2%	98.0%
Average spread of portfolio investment yield to 91-day Treasury Bill rate	n/a	.10%	.20%
Average weighted maturity of investments in number of days	n/a	100	120

GOAL #5: Ensure the accuracy, safety, and accountability of departmental cash management.

Objective: Conduct at least 10 surprise cash counts of change and imprest funds during each year.

Performance Measure	FY 1998 Actual	FY 1999 Projected	FY 2000 Estimated
Number of surprise cash counts of change and imprest funds	8	10	10
Percentage of change and imprest funds counted	19%	24%	24%

Finance Division
Accounting Department

Budget Highlights:

The Accounting Department's 2000 budget increased 71.3% from 1999. This increase reflects a new banking agreement funded by increased investment income, tax foreclosure costs, the inclusion of benefit costs in department budgets, a scanning maintenance contract, and a 3% general salary increase for all County employees. The increase in personnel is partially offset by moving one senior accountant and one office specialist positions to the Finance-Budget area.

Department Recap (1100-1101):

	1998 Actual	1999 Revised	2000 Adopted	1999-2000 % Change
Personnel	477,801	532,164	629,650	18.3
Contractual Services	34,047	35,220	351,186	897.1
Commodities	6,249	9,320	6,870	- 26.3
Interfund Expenditure	25,832	0	0	n.a.
Total Department	543,929	576,704	987,706	71.3

Staffing Detail:

Code	Classification	Range	1999 FTE	2000 FTE	Adopted Budget
KEM	County Controller	29	1.0	1.0	60,438
KEO	Revenue Manager	25	1.0	1.0	58,045
KEV	Payroll Manager	24	1.0	1.0	47,383
KEK	Cash/Debt Management	24	1.0	1.0	39,880
KUK	Senior Revenue Specialist	22	2.0	2.0	82,093
KER	Senior Accountant	22	2.0	1.0	35,280
KUL	Senior Payroll Specialist	21	1.0	1.0	43,787
KUM	Payroll Specialist	20	1.0	1.0	41,029
KUO	Accounting Technician	18	2.0	2.0	50,799
KUN	Payroll Technician	17	1.0	1.0	32,865
KDB	Office Specialist	15	1.0	0.0	0
Direct Employee Totals			14.0	12.0	491,599
Longevity					5,595
Overtime					2,000
Benefits					130,456
Total Personnel Cost					629,650

Finance Division
Budget Department

Our Mission:

The mission of the Budget Department is to allocate resources for basic and essential services while maintaining long-term financial health for Sedgwick County.

GOAL #1: Improve the decision making process by providing accurate and timely financial information to the County Manager and Board of County Commissioners.

Objective: Increase the accuracy of the financial plan by 0.5% in 2000.

Performance Measure	FY 1998 Actual	FY 1999 Projected	FY 2000 Estimated
Accuracy of 1-year projection	97%	98%	98.5%
Accuracy of 2-year projection	90%	90.5%	91%
Accuracy of 3-year projection	80%	80.5%	81%

GOAL #2: Enhance knowledge of budget staff on county operations.

Objective: Increase annual information sessions with operating department by 50% in 2000.

Performance Measure	FY 1998 Actual	FY 1999 Projected	FY 2000 Estimated
Number of information sessions with departments	5	10	20
Percentage of department managers reporting that Budget Department knows their business well	n/a	50%	60%

GOAL #3: Develop performance-based budgeting.

Objective: Increase number of departments reporting sound performance measures by 20%.

Performance Measure	FY 1998 Actual	FY 1999 Projected	FY 2000 Estimated
Percentage of operating departments reporting time-bound and measurable outcomes	30	30	36

Finance Division
Budget Department

GOAL #4: Increase citizen participation in the budget process.

Objective: Create an E-Budget process by the year 2001.

Performance Measure	FY 1998 Actual	FY 1999 Projected	FY 2000 Estimated
Number of people participating in the online budget process	0	100	200

Budget Highlights:

The Budget Department's 2000 budget increased 155.2% from the 1999 budget. Personnel expense increased 75.1% reflecting the integration of benefit costs into department budgets and a 3% general salary increase for all County employees. The creation of one management analyst III position (funded by existing resources within the Finance Division) to develop and implement the County's performance measurement program and the transfer of one office specialist position also contributed to the increase. Contractual services increased \$176,366 as auditing fees and various dues and application fee funding was shifted from finance general to the Budget Department. The purchase of computer equipment for \$52,700 in capital outlay has also been added.

Department Recap (1100-1106):

	1998 Actual	1999 Revised	2000 Adopted	1999-2000 % Change
Personnel	254,162	236,129	413,476	75.1
Contractual Services	29,083	26,079	202,445	676.3
Commodities	1,282	400	1,500	275.0
Capital Outlay	0	0	52,700	n.a.
Interfund Expenditure	6,221	0	0	n.a.
Total Department	290,748	262,608	670,121	155.2

Finance Division
Budget Department

Staffing Detail:

Code	Classification	Range	1999 FTE	2000 FTE	Adopted Budget
KB4	Chief Financial Officer	32	1.0	1.0	90,775
KBT	Budget Director	29	1.0	1.0	60,287
KBQ	Management Analyst III	25	1.0	2.0	83,970
KBW	Management Analyst II	23	1.0	1.0	36,554
KUP	Financial Project Assistant/LAN	20	0.0	1.0	31,721
KBO	Senior Administrative Assistant	19	1.0	0.0	0
KDB	Office Specialist	15	0.0	1.0	20,786
Direct Employee Totals			5.0	7.0	324,093
Longevity					450
Overtime					700
Benefits					88,233
Total Personnel Cost					413,476

Program Detail:

	1998 Actual	1999 Revised	2000 Adopted
<u>Budget - (1100-1106-192)</u>			
Personnel	116,190	138,249	230,329
Contractual Services	11,708	5,454	11,645
Commodities	87	200	200
Total Program	127,985	143,903	242,174
<u>General Purpose/Administration - (1100-1106-999)</u>			
Personnel	137,972	97,880	183,147
Contractual Services	17,375	20,625	190,800
Commodities	1,195	200	1,300
Capital Outlay	0	0	52,700
Interfund Expenditure	6,221	0	0
Total Program	162,763	118,705	427,947
Total Department	290,748	262,608	670,121

